



The Washington State Arts Commission cultivates a thriving environment for creative expression and the appreciation of the arts for the benefit of all.

Arts Project Manager (Public Art Program) – a part time position (.5 FTE)

Olympia, Washington

A Washington Management Service Recruitment

Salary: WMS Band 1 \$18,160 – \$25,062 (at .5 FTE)

Closes: August 12, 2005

Anticipated Start Date: September 16, 2005

About the Agency:

The arts are essential to the quality of life for all of Washington's citizens. The Washington State Arts Commission, a small state agency, is dedicated to the support, promotion, growth, development, and preservation of the arts within the state. The Commission strives to foster artistic merit and ensure accessibility to all citizens of the state.

Role and Responsibilities:

The Washington State Arts Commission is seeking an experienced visual arts administrator to manage public art projects within the nation's largest and most diverse public art program, working statewide with the state's public schools, colleges and universities, and state agencies. This position will facilitate meetings with diverse groups for the acquisition of artwork and works with the state's roster of 500+ artists.

This position will manage public art projects; provide technical assistance to the field; and negotiate public art contracts. The position will work closely with agency public art staff and is based in Olympia. It is part of a 4-person management team in the public art program. This position and this team report to the Executive Director, and work collaboratively to implement the agency's strategic plan.

This is a part time position that will average 20 hours per week: flexibility in setting weekly schedules is required, as actual hours per week will vary significantly, and may exceed or fall below this average based on project workload and committee availability.

Desirable Education, Skills and Attributes:

We are most interested in applicants who meet or exceed the following criteria:

A Bachelor's degree in visual arts, art history, arts administration or closely allied field and at least two years of professional experience in public art administration or visual arts program management or related experience. Proficiency and experience with MS Office is highly desirable and experience as a practicing visual artist is a plus. Experience administering a recognized visual arts program can substitute for education.

The ideal candidate will have a broad knowledge of contemporary visual art and the ability to communicate well with diverse audiences (including artists, architects, agency and/or facilities directors, community members, students, etc.). He/she will be able to act as a facilitator and educator

for local decision-making panels; manage project budgets; and develop planning and project scheduling by conducting and overseeing art acquisition processes with varied partners statewide.

The top candidate must be able to recognize technical issues regarding placement, durability of artwork and risk, and understand complex aesthetic issues in relation to local community standards. This position is responsible for contract delivery and requires constant use of advanced management skills (e.g., negotiation, mediation and conflict resolution), as well as a high level of public awareness and execution of critical judgment, as artwork selection decisions come under significant public scrutiny. He/she will be experienced in working with the public, interpreting guidelines; assisting with visual art applications; providing resource information and speaking publicly before community groups and officials.

Application process

To apply, submit a letter of interest, current resume and three professional references with current phone numbers. Please provide specific details about your training, experience and your knowledge and abilities related to the position and desirable qualifications. Application packets must be received no later than 5 PM, August 12, 2005. This is a receipt deadline, not a postmark deadline. Send application packets to:

Kris Tucker, Executive Director
Washington State Arts Commission
ATTN: Public Art Program
711 Capitol Way South, Suite 600
PO Box 42675
Olympia WA 98504-2675

You may also fax your application packet to 360-586-5351 or e-mail your packet to krist@arts.wa.gov. Letters and resumes will be screened and only those candidates with the most relevant work experience and training will be interviewed.

For position information please call Patricia Hamilton 360-586-2422, Janae Huber 360-586-2420, or Alice Taylor 360-586-5352.

The Washington State Arts Commission is an equal opportunity employer. Persons with disabilities needing accommodation in the application process, or those needing this announcement in an alternative format may call Kathleen Oest at 360-753-3860.